



Policy 4.66 Substance Abuse/Drug-Free Workplace

Responsible Official: VP for Human Resources

Administering Division/Department: Employee Relations

Effective Date: March 30, 2007

Last Revision: July 05, 2012

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Policy Details

Emory University is committed to the health and well-being of its staff, faculty and students.

Emory adheres to the provisions of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1988. Additionally, as an administrator of certain state-funded financial aid programs for students, Emory adheres to Georgia's Drug-Free Postsecondary Educational Act of 1990. Emory has therefore established certain standards for staff, faculty and students pertaining to alcohol and other drugs.

Emory prohibits the unlawful possession, use, distribution, dispensation or manufacture of alcohol or illegal drugs on Emory-owned property or at Emory-sponsored activities. Additionally, Emory holds the expectation that all of its staff, faculty and students, as well as all Emory-sponsored organizations, will comply with all applicable federal, state or local laws pertaining to the use, possession, manufacture or distribution of alcohol or illegal drugs.

Any member of the staff, faculty or student body who violates these standards of conduct and behavior shall be subject to progressive disciplinary actions and penalties. These may include expulsion from Emory academic programs, termination of employment and referral to the appropriate federal, state or local authorities for prosecution in the courts.

Emory further specifies that, as a condition of employment, all of its staff and faculty (including student employees) will: 1) abide by the terms of this policy statement; and 2) notify, as appropriate, their supervisor, administrator, department head, dean or vice president of any criminal drug statute conviction for any violation occurring in the workplace no later than five days after such a conviction.

Supervisors and managers should consult with Employee Relations on policies related to the implementation of disciplinary procedures.

FACULTY STAFF ASSISTANCE PROGRAM (FSAP)

The Emory Faculty Staff Assistance Program (FSAP) provides confidential, professional services for staff, faculty and leadership regarding the abusive effects of alcohol and other drugs. These services include education, consultation, assessment, counseling and clinical case management.

Clinical assessment can certify an individual's need to be placed on leave from work based on a Fitness for Duty Evaluation. FSAP clinicians will work in collaboration with Employee Relations to coordinate the leave.

Related Links

- Current Version of This Policy: <http://policies.emory.edu/4.66>
- <http://policies.emory.edu/4.66> (http://)

Contact Information

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Revision History

- Version Published on: Jun 20, 2007
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